

**CITY OF SAN PABLO  
PLANNING COMMISSION MINUTES  
JANUARY 18, 2017  
CITY COUNCIL CHAMBERS  
ONE ALVARADO SQUARE  
SAN PABLO, CA**

**ROLL CALL**

Vice Chairperson Shi called the meeting to order at 6:30 P.M. Call of the roll showed present Commissioner Xavier, Commissioner Trujillo, and Vice Chairperson Shi. Staff present at the meeting were: Michele Rodriguez, Development Services Director, Lynn Tracy Nerland, City Attorney, Elizabeth Dunn, Assistant Planner, Sarah Maroof, Administrative Secretary, and Sandra Marquez, Administrative Clerk.

**PUBLIC COMMENT**

None.

**APPROVAL OF MINUTES**

Commissioner Xavier made a motion to approve the minutes for the meeting of November 15, 2016. The motion was seconded by Commissioner Trujillo. The motion was approved 2-0-1, with Commissioner Trujillo abstaining.

AYES: Xavier and Shi.  
NOES: None.  
ABSENT: None.  
ABSTAIN: Trujillo.

**PUBLIC HEARINGS**

**PLAN1609-0017**: Consideration of a Conditional Use Permit to allow for a mobile food vending use in the parking lot at 1537 Rumrill Boulevard, San Pablo, CA (APN 410-012-013) in the IMU (Industrial Mixed Use) Zone. The proposed mobile vending food truck would be located on a portion of the site at 1537 Rumrill Boulevard (near the El Provenir Produce Market, Plaza Garibaldi. At 1533 Rumrill Blvd.), and would operate from 9 a.m. – 9 p.m., Monday through Sunday. It has been determined that the proposed project qualifies for a CEQA Exemption as an Infill Development Project, consistent with the provisions of CEQA Guidelines Section 15332.

The applicant being Spanish-speaking, Spanish translation services were provided by Sandra Marquez, Administrative Clerk.

Elizabeth Dunn, Assistant Planner and Project Manager for this project, gave an overview of the project, staff report, and recommendations. Ms. Dunn reported that, pursuant to meeting with the applicant earlier in the day, it was determined that hours of operation on the weekends, initially thought to be 9 a.m. to 9 p.m., Monday through Friday, would actually be from 9 a.m. to 8 p.m. Monday through Friday, and 8 a.m. to 8 p.m. Saturday and Sunday. The conditions of approval were revised to reflect that change in the hours of operation.

The applicant answered questions posed by the Commissioners regarding the project and the revised hours of operation. It was determined that the project was consistent with the zoning ordinance §17.63 regulating mobile food vending. Commissioner Trujillo asked questions regarding overnight parking, set-up time, and take-down time, which were answered by the applicant. The applicant stated that the food vending truck would not be parked overnight at the location, but would be parked at a commissary overnight. She parks on site between the hours of 6 a.m. and 6:30 a.m., because she needs to take the truck out of the commissary at that time, leaves and comes back to prepare food approximately one to one and a half hours before opening for business. Take-down time is approximately one hour after the close of business, after which she removes the truck from the location and brings it to the commissary for overnight parking.

There being no members of the audience wishing to speak regarding the project, the public hearing was closed.

Commissioner Xavier made a motion to approve application PLAN1609-0017 and Resolution 17-01 as amended, modifying Condition 5 to reflect hours of operation limited to 9 a.m. to 8 p.m. Monday through Friday, and 8 a.m. to 8 p.m. Saturday and Sunday. Commissioner Trujillo seconded the motion. The Commission voted in favor 3-0.

AYES: Xavier, Shi, Trujillo.  
NOES: None.  
ABSENT: None.  
ABSTAIN: None.

**REORGANIZATION**

Commissioner Shi made a motion to appoint Commissioner Xavier to the position of Chairperson of the Planning Commission. The motion was seconded by Commissioner Trujillo. The Commission voted in favor 3-0.

AYES: Xavier, Shi, Trujillo.  
NOES: None.  
ABSENT: None.  
ABSTAIN: None.

Commissioner Xavier made a motion to appoint Commissioner Trujillo to the position of Vice Chairperson of the Planning Commission. The motion was seconded by Commissioner Shi. The Commission voted in favor 3-0.

AYES: Xavier, Shi, Trujillo.  
NOES: None.  
ABSENT: None.  
ABSTAIN: None.

**NEW BUSINESS**

Director Rodriguez reviewed the following items:

- Boards & Commissions Appreciation Luncheon: January 26, 2017, 12pm-1:30pm, San Pablo Maple Hall, 13831 San Pablo Ave, San Pablo, CA 94806
- 2017 Planning Commissioners Academy: March 1-3,2017 – LA Airport Marriott
- Interviews of Planning Commission applicants for two open positions on the Planning Commission: to take place January 31, 2017, in the City Council Chambers

**OLD BUSINESS**

Director Rodriguez reviewed the following items:

- Presentation on Conflict of Interest: Real Property – to be postponed until two new Planning Commissioners are appointed to the Commission.
- Development Services Monthly Report.
- Bicycle and Pedestrian Master Plan.

**PLANNING COMMISSION REPORTS**

Director Rodriguez described this new agenda item as an opportunity for each Commissioner to share issues or items of interest to fellow Commissioners.

**ADJOURNMENT**

There being no further business, Vice Chairperson Shi adjourned the meeting at 7:24 P.M. to the February 22<sup>nd</sup>, 2017 meeting.

  
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 Yuhong Shi  
 Vice Chairperson

  
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 Michele Rodriguez  
 Development Services Director